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Virginia Department of Education
21st Century Community Learning Center (CCLC) Grant
**Preparing for the Profile and Performance Information Collection (PPICS)
Annual Performance Report (APR)**

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- **<u>Know Your Objectives as Written In The Awarded Grant Application</u>**!!
  - Decide how you are going to know how you met each objective
  - Options for types of surveys
    - Teacher survey (required by state)
    - Parent survey's
    - Student survey's
    - Staff survey's
    - Event specific survey's
- Student Data Needed
  - Student Attendance
  - Total number of students registered
  - Ethnic group
  - Gender group
  - Grade Levels
  - Students with Limited English Proficiency
  - Free & Reduced Lunch
  - Disabilities
- Survey data
  - Total number of surveys given out
  - Total number of surveys returned
- Site operation info
  - Grants are tied to a school know if you have a feeder site that the grant funds also
    - The percentage of students that go to the school program.
    - The percentage of students that go to the feeder site.
  - School year hours to track
    - Weekday before school hours
    - Weekday during school hours
    - Weekday after school hours
    - Weekend hours
    - Total number of weeks site was open during the school year
    - Typical number of days per week open during the school year
  - Summer Hours to track
    - Weekday
    - Weekday evenings
    - Weekend
    - Total number of weeks site was open during the summer
    - Typical number of days per week open during the summer

- Staff Info
  - All staff types should be noted as either a volunteer or paid staff member
    - School teachers
    - Center administrators
    - Youth development workers – staff with a college degree or higher
    - Non teaching school day staff
    - Parents
    - College students
    - High school students
    - Community members
    - Nonschool day staff with some or no college
  - Number of paid staff at the center that were not funded by the 21st CCLC funds
  - Number of staff that left the program and was replaced during the reporting period.
- Partner information
  - If the partner listed in the grant was actually active during the reporting period
  - If the partner was a subcontractor and received money from the grant
  - How much the partner contributed of their own funds
  - How the partner contributed to the program
- Activities
  - Possible activities to report on – these should be stated somewhere throughout the grant.
    - Homework Help
    - Tutoring
    - Recreation
    - Art Classes
    - Performing Arts
    - Service learning
    - Parent Classes
  - If the activity was offered summer or school year time frame. If both then it would be reported on twice
  - Know primary category of the activity
  - Know the target population the activity is focused on
  - If the activity has a target subject area
  - Time the activity was provided
    - Number of weeks
    - Number of days per week
    - Number of hours per day
  - Frequency of offering
    - 1-3 times a month
    - Less than once a month
    - Weekly

Additional Notes